HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, April 1, 2014 at 10:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay, and Marsik.

ALSO PRESENT: Sarah Eske, Human Resources Analyst; Kelly Henning, Human Resources Assistant II; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Kathy Ryan, Division Manager-Human Services & Health; Christine Planasch, Register of Deeds

Meeting called to Order by Chairperson Maly at 10:00 a.m.

Roll call was taken. All members present.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Frohling to approve the minutes of the March 18, 2014 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Ballweg. Motion carried.

Christine Planasch, Register of Deeds, addressed the Committee regarding a request to donate sick time for an employee of the Register of Deeds Department who has a serious health condition. She explained that this employee has been dealing with this serious health condition for some time and will be running out of her own available paid time during her leave of absence. A brief discussion followed.

Motion by Marsik to approve the request under the established guidelines, for a period of six (6) months provided it does not establish a practice or precedent. Second by Greshay. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of all Personnel Requisitions.

Motion by Ballweg to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

One (1) ADR Specialist I, II, or III – F.T., Human Services & Health Department

One (1) Maintenance II – F.T., Physical Facilities Department

One (1) Treatment Alternatives and Diversion Director F.T., Sheriff's Department – Jail Division

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One (1) Traffic Patrol Officer 1st Shift – F.T., Sheriff's Department – Patrol Division

Leaves of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE - UNION: None. RE-HIRE - UNION: None. RECLASSIFICATION -UNION: John L. Gallenbeck, Traffic Patrol Officer, Sheriff's Department - Patrol Division at \$26.35, Pay Grade SSU04, Step 3M18 effective 03-07-14; Taylor T. Nehls, Traffic Patrol Officer, Sheriff's Department - Patrol Division at \$25.93, Pay Grade SSU04, Step 2M06 effective 03-06-14. STEP INCREASE - UNION: None. NEW HIRE: Royle Eenigenburg, Jr, Staff Psychiatrist/Medical Director, Human Services & Health Department at \$154.99, Pay Grade MSC49, Step ST01 effective 03-27-14; David Pasewald, Van Driver, Human Services & Health Department at \$12.16, Pay Grade MSC17, Step 01ST, effective 03-18-14; Traci A. Guse, Administrative Secretary II. Veteran's Service Department at \$13.18, Pay Grade DC02, Step ST02 effective 03-31-14. RE-HIRE: None. LIMITED TERM/SEASONAL: Kayli E. Westimayer, Imaging Technician – LTE, Register in Probate Department at \$8.25, Pay Grade MSC01, Step 01ST, effective 03-14-14. RECLASSIFICATION: Bruce H. Wolff, County Patrolman, Highway Department at \$21.37, Pay Grade HWU04, Step 2M06 effective 02-27-14; Tracy L. Barilani, Counselor III-Case Manager-MH, Human Services & Health Department at \$22.44, Pay Grade DC07, Step ST01 effective 03-04-14; Margarite F. Cruz, Economic Support Specialist I-Bilingual, Human Services & Health Department at \$16.71, Pay Grade DC04, Step ST01 effective 03-19-14; Jacquelyn M. DeLaRosa, Economic Support Specialist II, Human Services & Health Department at \$18.59, Pay Grade DC05, Step ST01 effective 03-26-14; Sara J. Gaska, HS Supervisor-Clinical Services, Human Services & Health Department at \$30.14, Pay Grade DC11, Step ST01 effective 03-24-14; Michael L. Bosak, Custodian II, Physical Facilities Department at \$15.11, Pay Grade DC02, Step S07B effective 03-17-14; Jay M. Westhuis, TAD Director, Sheriff's Department – Jail Division at \$25.06, Pay Grade DC08, Step ST02 effective 03-19-14. STEP INCREASE: Robert E. Griffith, Print Shop Technician, Central Service Department at \$18.95, Pay Grade DC03, Step S11B effective 05-15-14; Julie M. Kaiser, Assistant Attorney, Child Support Department at \$32.67, Pay Grade DC09, Step S10A effective 04-21-14; John F. Corey, Corporation Counsel, Corporation Counsel Department at \$47.70, Pay Grade DC15, Step S07B effective 05-18-14; Kelly L. Lepple, Secretary Corporation Counsel, Corporation Counsel Department at \$21.68, Pay Grade DC06, Step ST03 effective 06-05-14; Mary A. Muskovitz, Administrative Assistant Finance, Finance Department at \$19.52, Pay Grade DC04, Step S07B effective 06-01-14; Mary A. Kehrmeyer, Office Manager, Highway Department at \$36.16, Pay Grade DC11, Step S08B, effective 05-12-14; Jaime L. Payne, Account Clerk II, Highway Department at \$20.23, Pay Grade DC04, Step S09A effective 05-05-14; Brenda K. Fletes, Senior Social Worker - CPS, Human Services & Health Department at \$28.19, Pay Grade DC08, Step S07A, effective 04-16-14; Shelby J. Miller, Administrative Services Coordinator, Human Services & Health Department at \$23.08, Pay Grade DC07, Step ST02 effective 05-07-14; Nicole S. Streblow, Help Desk Specialist, Information Technology Department at \$18.09, Pay Grade DC04, Step ST04 effective 05-10-14. NON-SCHEDULED INCREASE: None.

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Committee Member Reports: None.

HR Director's Report:

a) <u>Disciplinary Actions</u>: Eske informed the Committee that an employee of the Jail was issued a written warning for failure to follow policy.

Eske informed the Committee that the employee of the Sheriff's Department who was issued a Last Chance Agreement has decided to retire from the Department.

b) <u>Grievances and Arbitrations</u>: Eske informed the Committee that the employee who was terminated from her position in the Human Services & Health Department has requested an IHO hearing. Eske will be working to establish a hearing date.

Eske also informed the Committee that the grievance from the Clearview employee who was terminated will be going to an IHO hearing, but is on hold until the Human Resources Director returns to work.

c) Workers Compensation: Nothing to report.

Future Agenda Items:

Ballweg stated that the Committee needs to take action on the Insurance Study.

Maly summarized a recommendation from County Administrator Mielke for a temporary supplemental pay adjustment for the Human Resources Analyst Position. Mielke stated that given that Eske is not only performing her own duties and the duties of the Human Resources Director who is out on a leave of absence. Mielke also stated that she is also taking on the additional duties created by the Kronos project of which Eske has a major roll, but the main reason for his recommendation is that she is performing dual positions.

After a short discussion, motion was made by Marsik to approve the recommendation as presented. Second by Ballweg. Unanimously approved.

Eske thanked the Committee for their support.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are: Monday, April 14, 2014 at 10:00 a.m. and Tuesday, May 6, 2014 in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 10:25 a.m.

Richard Greshay, Secretary

Donna Maly, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.